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ODP 81-566
1 May 1981

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MEMORANDUM FOR:

FROM:

Executive Officer, ODP

SUBJECT:

ADP Briefing

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1. Attached is the final agenda for the ADP briefing for Messrs. [] and []. The Director of Data Processing will kick off the briefing by giving a general overview of ADP use and management in CIA and explaining how the two days of briefings are organized. Your component is welcome to attend this session, or any other session. []

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2. I have divided the two days into four blocks by general topics and briefers:

Wednesday morning	- ODP overview of ADP hardware, software, and applications.
Wednesday afternoon	- Information security and secure communications.
Thursday morning	- NEAC applications.
Thursday afternoon	- DDO applications and wrap-up. []

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2. Briefers are free to organize their presentation as they think best. The titles and arrangements of topics are intended only as a checklist to make sure we answer all of our visitors' questions. The letters in parantheses refer to the questions in paragraph 8 [] which I sent you earlier. []

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3. Please give me a call if you have any questions--red [] Thanks for your help. []

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AGENDA

ADP BRIEFING

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Wednesday, 6 May 1981

0900-1145 Room 2D03 ODP	<u>ADP Systems</u> <ul style="list-style-type: none"> ◦ ADP Overview ◦ Computers in Use (a) ◦ Operating Systems Used (a) ◦ ADP Personnel (EE) ◦ General Types of Applications (a) ◦ Data Base Management Software, GIMS, RAMIS (b/iii) ◦ Electronic Mail (e) ◦ Disaster Backup and Recovery Arrangements (q) ◦ Off-site Storage of Data and Programs (z) ◦ Hardware Maintenance (FF) ◦ Data Base Administration (II/ii) ◦ Software Availability (NN)
1145-1315	Lunch
1315-1415 OS/ISSG Room 2D03	<u>Information Systems Security</u> <ul style="list-style-type: none"> ◦ Selective Access (l/i-vi) ◦ Access Logs (O/i-iii) ◦ Security Testing (p) ◦ Theft and Copy Protection (r) ◦ Software Testing (t) ◦ Memory and Magnetic Media Erasure (u) ◦ User Identification (v) (x) ◦ Event Log Inspection (w)
1415-1515 OC Room 2D03	<u>Communications and Communications Security</u> <ul style="list-style-type: none"> ◦ Secure Data, Voice, and Facsimile Transmission (k) ◦ (AA) (BB) ◦ TEMPEST Equipment (n)
1530-1630 ODP	<u>Tour of Ruffing Center</u>

ADP BRIEFING (Continued)

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Thursday, 7 May 1981

0900-1145 NFAC, OCR Room 1H19	<u>Information Storage and Retrieval Systems</u> ° User Acceptance, Management, and Justification of Computer Systems (GG) (HH) (II) ° Word Processing and Text Editing (f) ° User Files - SAFE (h) ° Micrographics - ADSTAR (m) ° Indexed Text Files (b) (c) ° Unedited Text Files (JJ) ° Workstations (KK) (ll) (MM) ° High speed Text Search (b/ii) ° Software Exchange (NN)
1145-1315	Lunch
1315-1515 IMS Room 1D35	<u>Special Information Storage and Retrieval</u> ° ALLSTAR Briefing and Demonstration will cover (g) (i) (j) (m) (s) (v) (w) (cc) (DD) (EF) (GG) (II) (NN) (OO)
1530-1530 ODP Room 2D03	<u>Wrap-up</u>